

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

| | |
|------------------|--------------------------------------|
| Department: | 0100 - EXECUTIVE DEPARTMENT |
| Agency: | 0A04 - Louisiana Housing Corporation |
| Position Number: | 50580207 |

| | |
|---------------------------|------------------------|
| Allocation Action: | New Position |
| Official Allocation: | COMPLIANCE EXAM 3 |
| Job Code: | 166880 |
| Pay Level: | AS-618 |
| Delegated: | No |
| Career Progression Group: | Yes |
| Master Job Description: | No |
| Effective Date: | 11/26/2019 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | Emailed agency 12/3/19 |

| | |
|-------------|--------|
| Log Number: | 164452 |
| Consultant: | RYJ |
| Supervisor: | PDA |



POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION
DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☐ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL

CAREER
PROGRESSION GROUP

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

POSITION NUMBER

☒ NEW POSITION

0A04

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

Compliance Examiner 1

AS-614

166860

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50464677

COST CENTER NUMBER /FUND

WORK PARISH
East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☐ NON-EXEMPT ☒ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Louisiana Housing Authority / Mid-City

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Compliance Examiner Assistant Manager

DIRECT SUPERVISOR'S POSITION NUMBER

50494061

HUMAN RESOURCES EMAIL

dackoury@lhc.la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF
☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF
DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE

DATE

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

Edselle Keith Cunningham, Jr.
LHC Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

NOV
25,
2019

☒ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

All housing projects funded through the Louisiana Housing Corporation require monitoring and inspecting. This is done at the start of construction and ends at the termination of the affordability period or the completion of repayment. Funding sources include, but are not limited, to: Low Income Housing Tax Credits (LIHTC), HOME Funds, Title II of the Cranston-Gonzalez National Affordable Housing Act, Community Development Block Grant (CDBG) funds, and state housing trust funds.

- 60%** Conducts desk reviews of reporting documents such as financial statements, agreement certifications, tenant complaints, and any other sources which may be used to assess compliance by relying on in-depth reviews of the audited financials, and annual reviews of loss reserve accounts.

Reviews and monitors projects funded through the agency. Reviews mortgages and promissory notes to ensure proper repayments are made to the Louisiana Housing Corporation. Sets plans and measures with non-compliant projects to ensure long-term compliance.

- 20%** Examines records of assets such as cash and accounts due from projects and developments, investments, loans, real estate, and equipment to verify accuracy and composition of data provided in financial statements.

- 10%** Prepares statistical data on standardized reports for Federal Regulatory Agencies and for Board Meetings. Assesses records and reconciles compliance fees for submission to Accounting Services.

- 10%** Performs any other duties as assigned.

Louisiana Housing Corporation – Asset Management

11/2019

